

**City of Leesburg Human Resources Department – SEASONAL/TEMP EMPLOYMENT
APPLICATION**

☐ New Applicant ☐ Returning Applicant

Position Applying For _____ Department _____

Last Name _____ First Name _____ SN _____ / _____ / _____

Home Address _____

City _____ State _____ Zip Code _____ Home # _____

How long have you lived at your present address? _____

Previous Address _____ How long did you live here? _____

Relatives working for the City ☐ YES ☐ NO If YES, give name and relationship _____

In case of emergency notify _____
Name Relationship Telephone Number

Have you ever pled No Contest to or been convicted of a felony or first degree misdemeanor? _____
If yes, explain fully. Conviction will not necessarily disqualify an applicant from employment, but will be weighed on its own merit with respect to time, circumstances, seriousness and the position for which you have applied.

EDUCATION

SCHOOL	NAME & LOCATION	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	LIST DEGREE OR DIPLOMA
Elementary	_____		5 6 7 8		
High	_____		1 2 3 4	Y / N	
College	_____		1 2 3 4	Y / N	
Other	_____		1 2 3 4	Y / N	

List the job related skills you possess _____

WORK HISTORY : Please list ALL employment and volunteer experience including temporary and part-time.
(Please attach Resume or additional Job History.)

NAME & ADDRESS OF COMPANY	DATES OF EMPLOYMENT	DESCRIBE THE WORK YOU DID	LAST SALARY	REASON FOR LEAVING
Name _____ Address _____ _____ Phone with area code	From: To:			
NAME & ADDRESS OF COMPANY	DATES OF EMPLOYMENT	DESCRIBE THE WORK YOU DID	LAST SALARY	REASON FOR LEAVING
Name _____ Address _____ _____ Phone with area code	From: To:			

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification or for dismissal from employment in accordance with the City of Leesburg Personnel Policy.

Employee Signature _____ Date _____

PERMISSION FOR JOB BACKGROUND INVESTIGATION AND RELEASE FORM FOR CONSUMER REPORTS

I, the undersigned Applicant, agree and authorize the City of Leesburg to investigate all areas of my employment background in connection with my application for employment. I understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employer verification, workers' compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further, I understand that the City of Leesburg will be requesting information from various Federal, State, local and other agencies which contain my past activities.

I hereby authorize without reservation, any part or agency contacted by the City of Leesburg to furnish the above-mentioned reports at any time during my employment with the City of Leesburg. I have the right to make a request of the credit reporting agency, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment with the City of Leesburg.

Print your name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Date of Birth: (Month) ____ (Day) ____ (Year) ____

Drivers License - State: _____ Number: _____ Race: _____ Gender _____

Applicant's Signature _____ Date Signed _____

Witness Signature _____ Printed Witness Name _____

****Applicant's signature must be witnessed.****

CITY OF LEESBURG, FLORIDA SOCIAL SECURITY NUMBER COLLECTION POLICY

Florida Statute 119.071(5) provides that a "commercial entity" engaged in performance of a "commercial activity" may access Social Security numbers through a public records request under specified conditions. The statute provides definitions of "commercial entity" and "commercial activity" and provides a list of requirements the commercial entity must meet in order to access Social Security numbers.

The City of Leesburg, Florida is required to have a written Social Security number collection policy. This policy must be provided to an individual when the City of Leesburg collects that individual's Social Security number.

Social Security numbers collected by an agency may not be used by the agency for any purpose other than the purpose provided in the written statement.

All public records requests for Social Security numbers must be referred to the City Clerk.

The City of Leesburg, Florida, collects your social security number for any of the following purposes:

- (1) Classification of accounts, Identification and verification, Credit worthiness, Billing and payments, Data collection, reconciliation, tracking benefit processing, tax reporting;
- (2) To facilitate collection of debts on past due accounts including utility accounts;
- (3) To conduct credit checks on potential utility customers
- (4) To verify identity
- (5) To render IRS Form 1099 to persons for whom Federal law requires the City to issue that form;
- (6) To conduct background checks on possible vendors, employees, or independent contractors
- (7) To complete fingerprint cards as necessary
- (8) For arrest warrants or affidavits
- (9) For issuance of taxi or peddler/solicitor permits
- (10) For checks and confirmations of warrants
- (11) For suspect reports
- (12) For credit counseling
- (13) For mortgage applications
- (14) For SHIP applications for down payment assistance through Lake County
- (15) For the following purposes related to Human Resources Department:
 - a. Applicant Tracking
 - b. Child Support Enforcement
 - c. Internal Revenue Service Levies
 - d. Savings Bonds
 - e. Insurance coverage
 - f. Payroll deductions
 - g. Employee evaluations
 - h. Pension and benefits
 - i. Workers Compensation
 - j. Verification of employment
 - k. ICMA (International City Manager Association) Pension or Benefit payments
 - l. Unemployment taxes and quarterly reports
 - m. Collection and remittance of taxes
 - n. Personnel Identification
 - o. Computer Purchase Agreements
 - p. Family Medical Leave Act paperwork
 - q. General Personnel Matters

Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. Social Security numbers will not be disseminated to the public except as provided by applicable State of Florida and Federal law as now in effect or as hereafter amended.

SOCIAL SECURITY NUMBER COLLECTION POLICY

I have received the City of Leesburg's Social Security Number Collection policy as prescribed by Florida Statute 119.071(5)

Signature

Please Print Name

Date Received